



THE ATLANTA FEDERAL EXECUTIVE BOARD

Richard B. Russell Federal Building
75 Spring Street SW – Suite 1142
Atlanta, Georgia 30303
404-331-4400 Telephone
404-331-4270 Fax

DATE: February 2, 2007

TO: All Members, Atlanta Federal Executive Board

FROM: Chairperson, Atlanta Federal Executive Board
Chairperson, 2007 Atlanta Federal Executive Board Awards Program

SUBJECT: 34th Annual Federal Employee of the Year Awards Brunch, May 10, 2007

Happy New Year! The 34th Annual Atlanta Federal Executive Board (FEB) Awards Brunch honoring Federal employees is scheduled for May 10, 2007, at the Georgia Aquarium in Atlanta, Georgia.

SAVE THE DATE!

The Department of Housing and Urban Development (HUD) is the Host Agency for this year's program. The Program Director is Doris Needham. In order to plan a successful event, it is important that you distribute the enclosed information to the appropriate persons in your agency as soon as possible.

A description of the 17 award categories and the nomination package is attached. Nomination narratives are again limited to four (4) pages. Each nomination must have an original and six (6) copies. A picture of the nominee must also accompany the nomination although the picture will not be part of the package seen by the screening panel or by the Blue Ribbon Panel. We will acknowledge all nominees at the awards brunch, with a special tribute given to the award finalists in each category. As in past years, the costs of the trophies for the top three finalists in each category will be the responsibility of the nominating agency. Your agency will pay the vendor directly if your employee is a finalist or top award recipient.

Agencies are requested to provide contact names and to estimate the number of tickets they will need on the attached form. More details on tickets sales, methods of deposit, and advertising will be provided in a separate memo. **TICKETS MUST BE PURCHASED IN ADVANCE AND WILL NOT BE SOLD AT THE DOOR ON THE DAY OF THE EVENT.** Negotiations are still underway on the price of the brunch tickets.

Please review all of the information in this package carefully and be mindful of the following dates:

Information Requested

Designate Agency Awards Coordinator
 Designate Agency Ticket Coordinator
 FEB Award Nominations Due (+ 6 copies)

Due Date

February 12, 2007
February 12, 2007
February 28, 2007

Please note that tickets to the aquarium will be available for the afternoon following the award ceremony/brunch for a reduced rate of \$18.00 per person. The tickets to the aquarium must be:

- **Purchased by May 3rd and**
- **In conjunction with the person attending the award ceremony. When the awards ceremony is completed, persons with these special aquarium tickets will enter the aquarium through a private entrance.**

Send your responses to:

Doris Needham
 Department of Housing and Urban Development
 40 Marietta Street, 2nd Floor
 Atlanta, Georgia 30303
 Phone: (404) 331-2300
 FAX: (404) 730-2392
 Email: Doris_L_Needham@hud.gov

I encourage you to take advantage of this excellent opportunity to recognize outstanding job performance, special accomplishments, and volunteerism of your employees. Last year we received almost 500 nominations. We expect to receive more this year. The awards ceremony is a special day for our Federal family. Please plan to attend and to recognize your employees. HUD's Host Committee looks forward to working with you and your staff.

Sincerely,



Bob Young
 Chairperson , 2007 Awards Program
 Atlanta Federal Executive Board



Donald E. Arnette
 Chairperson
 Atlanta Federal Executive Board

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

AGENCY AWARDS COORDINATOR and TICKET COORDINATOR(S) CONTACTS

Use this form to designate 2007 FEB Employee of the Year Awards contacts and to estimate the number of tickets needed for the luncheon. Questions? Call Doris Needham at 404-331-2300.

AGENCY NAME AND ADDRESS:

AWARDS COORDINATOR:

Name:

Telephone number:

FAX number:

Email address:

TICKET SALES COORDINATOR (Note if same as above):

Name:

Telephone number:

FAX number:

Email address:

TICKET SALES ALTERNATE COORDINATOR:

Name:

Telephone number:

Fax number:

Emil address:

NUMBER OF TICKETS FOR YOUR AGENCY (ESTIMATE): _____

Complete this information and FAX (404/730-2392) it to Doris Needham by Monday, February 12.

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

GENERAL BACKGROUND INFORMATION

1. PURPOSE

The FEB believes a Federal Employee of the Year Awards Program is an effective means of rewarding and publicizing the high caliber of devoted, dedicated civilian and military employees of the federal service.

2. FORM OF RECOGNITION

All three finalists in each category will receive personalized recognition in the form of a trophy or plaque. Each agency is responsible for funding the costs of the trophies or plaques. All nominated employees will receive a certificate, which will be provided by the host agency.

3. ELIGIBILITY

Nominees must be either civilian employees of the Federal government or uniformed military personnel, and must have a minimum of 12 months of federal service, 6 months of which was in the Atlanta metropolitan area. Eligible employees must report directly to a higher level located in the Atlanta metropolitan area and not be covered by one of the Federal Executive Boards or Federal Executive Associations (FEA) elsewhere in the State of Georgia. This applies to "satellite" locations or offices in Georgia locations such as Athens, Rome, Gainesville, or others outside the immediate metro Atlanta. Each agency is responsible for any travel expenses (such as private vehicle mileage) incurred if an award nominee or finalist is outside the immediate Atlanta metropolitan area and attends the FEB awards luncheon. **NOTE: Individuals and teams may be nominated in one award category only. Multiple nominations for the same individual or team will not be considered.**

4. AWARD FORMAT & CRITERIA

Awards are presented in recognition of outstanding job performance and special contributions to the government, the public, or to the community through volunteerism. Other factors (impact, self-development, and past recognition) are given appropriate weight by the selection panels. All nominations must be prepared as described in the instruction information. Individuals and teams may be nominated in one award category only. **Nomination narratives are limited to a total of four (4) typed pages in a reasonable, legible type font.** (The four-page limit excludes the nomination form and the Privacy Act form.) Handwritten nominations are not acceptable. Nomination information is voluntary and not required by law. The Privacy Act Notice must be signed by the nominee and returned as part of the nomination package. Information provided will be used solely in considering the nominee for the award and for the potential publicity purposes. Not providing all or part of the information may result in the nominee not being fully considered.

5. NOMINATIONS

Nominations will be accepted from each agency or installation in the categories identified. The criteria for each award are also defined. The agency or installation head (or designee) must sign the cover form for each nomination, and contact information on the Agency Awards Coordinator must also be listed.

6. SELECTION

A diverse screening panel made up of representatives from participating agencies will evaluate all nominations. This screening panel will narrow the competition to three finalists in each category. A "Blue Ribbon" panel composed of distinguished citizens from the private sector (industry, media, education, the arts, etc.) will make the final award selections. All panelists, federal or private sector, should be aware that they may encounter Privacy Act information while reviewing nominations, and that both the review and evaluation should remain confidential.

7. PRESENTATION

Awards will be presented at the Federal Employee of the Year Awards Brunch held at the Georgia Aquarium, which occurs each year in May during Public Service Recognition Week. All nominees will be acknowledged on this occasion. Tickets for the brunch at the Georgia Aquarium will be sold in advance, not at the door on the day of the event.

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

AWARD CATEGORIES (reflects changes effective January 2007)

A. Outstanding Manager

Candidates should be the manager, deputy, or assistant manager of a branch, division, or facility, or the military equivalent. Candidates should demonstrate exceptional performance, integrity, accountability, vision, resource management, personnel or financial administration, and strides in EEO and diversity management. (Excludes local heads of installations and agencies, such as Regional Administrators, Secretary's Representatives, etc.)

B. Outstanding Supervisor

This category recognizes skill in planning and directing the work of others, enhancing organizational efficiency, guiding employee development and goal setting, mentoring and coaching performance to develop skills and abilities to the fullest extent, and innovative program implementation.

C. Outstanding Scientific Award

Nominee must be employed in a non-supervisory scientific, medical, engineering, research, biological, or other technical position.

D. Outstanding Professional Award

Nominee must be employed in a non-supervisory professional field that could include Contracting Specialist, Accountants, Personnel Specialists, Tax Auditors, Automation Specialists, or other similar professions (excluding supervisory and assistant/support personnel).

E. Outstanding Achievement in Diversity

This award honors outstanding leadership or accomplishments in diversity. This could include a variety of positive initiatives, actions, or programs that solved problems impacting the workforce, introduced or managed effective conflict resolution, enhanced opportunities in upward mobility or professional development, mentoring, special emphasis programs, Alternatives Dispute Resolution, etc.

F. Outstanding Technician Award

Nominee must be employed in a technician position such as Electronics Technician, Engineering Technician, Accounting Technician, Personnel Assistant, Medical Technologist, Military Technician, etc.

G. Outstanding Trade or Craft

This category recognizes employees who perform skilled or unskilled work involved in any of the manual trades, crafts, or laboring occupations (toolmaker, illustrator, wage grade employees, etc.)

H. Outstanding Secretarial or Administrative Support

This category honors employees who perform work in typing and/or stenography, correspondence control and tracking, data transcription, filing, receptionist duties, or other general administrative support functions.

I. Outstanding Award for Heroism

Nominees must have demonstrated outstanding courage, bravery, and the voluntary risk of personal safety in the face of danger in an emergency situation. The act of heroism or valor could occur while on or off official duty.

J. Outstanding Team Award

This category honors teams of employees who have made an outstanding contribution to achieving a special project, accomplishing their agency's mission, achieving a significant cost reduction, or providing exceptional service to a customer or the public. This award is not for recognizing groups of employees who perform volunteer service away from the office.

K. Outstanding Award for Volunteer Service-The Thomas Liederbach Memorial Award (Individual)

The Thomas Liederbach Memorial Award for Individuals recognizes outstanding unpaid volunteer work within the community. Candidates must have contributed time and talents without pay or other compensation during non-duty hours away from work. These voluntary activities should not be a part of normal job duties. Volunteer service may span a wide range of activities that help others in need through work in civic, community, or humanitarian activities.

L. Outstanding Award for Volunteer Service-The Thomas Liederbach Memorial Award (Group)

Candidates must have contributed time and talents without pay or other compensation during non-duty hours away from work. These voluntary activities should not be a part of normal job duties. Group members should all be involved in the same volunteer effort with the goal of accomplishing good works for a particular cause or individual. Volunteer service may span a wide range of activities that help others in need through work in civic, community, or humanitarian activities.

M. Outstanding Customer Service Award

This category recognizes an individual or group that provides significant value-added services to a customer. Such as exceeding customer service goals; improving service in a significant way; reducing "red-tape" for customers; or documenting service "results" using customer feedback.

N. Outstanding Employee with a Disability

This category recognizes an individual who has exerted extra effort to overcome challenges presented by a disability to make a significant contribution to the employing organization.

O. Outstanding Law Enforcement

This category recognizes Uniformed Law Enforcement Officers who demonstrate outstanding enforcement of civil or criminal laws and protection of life and/or property.

P. Outstanding Partnership Award (Interagency)

This category recognizes a group for exemplary efforts and contributions, which required significant coordination, planning, and interaction with various governmental units across agency jurisdictions within the Federal government.

Q. Outstanding Partnership Award (External)

This category recognizes a group for exemplary efforts and contributions, which required significant coordination, planning, and interaction with private companies, individuals or groups; state/local governments; or other organizations outside of the Federal government.

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

AWARD FORMAT AND CRITERIA

Point System

All nominations will be rated on a point scale. Twenty (20) points is the highest number of points that can be awarded for individual or team nominations. When the federal screening panel meets to screen and narrow all the nominations down to three finalists in each category, they will use the following rating elements and point scale:

- | | |
|---------------------|--|
| 1. Performance | 1 to 6 points, 6 being the highest score |
| 2. Impact | 1 to 6 points, 6 being the highest score |
| 3. Self Development | 1 to 4 points, 4 being the highest score |
| 4. Recognition | 1 to 4 points, 4 being the highest score |

The "Blue Ribbon" panel will use the same rating elements and point scale when reviewing the finalist nominations. These scores will be compiled and totaled by the Host Committee to select the winner in each category. Point scores must total to the exact same amount to declare a tie in any category.

Nominations

Nomination narratives are limited to four pages, in a reasonable, legible type font. The four pages do not include the nomination cover form and the nominee's Privacy Act statement. All nominations must address the following elements:

1. Performance

The nominee should have a record of exceptional performance and devotion to federal service as demonstrated by cooperation, competence, efficiency, suggestions, special acts, and leadership exceeding the regular requirements of the position. **NOTE:**

- For nominations in the managerial and supervisor categories, include information on the nominee's ability to motivate employees, problem solving skills, skills and abilities at recognizing and dealing effectively with labor relations situations, and fiscal and human resource management.
- For nominations in the team award category, describe how the accomplishments are clearly beyond normal job expectations for the team. Provide quantitative data to the extent possible, which would include outcomes such as productivity, improvement, money saved, number of customers impacted, etc.
- For nominations in the volunteer service award categories, provide a description of the actual service performed and devotion to the individual, group, cause, or organization receiving the voluntary services. Include the amount of time the nominee or team spends each month in these volunteer services.

2. Impact

Specify how and to what extent the performance described has a direct, meaningful impact on the nominee's own job assignment, or other activities or programs of your local agency or organization, on your mission, or the community or public at large. **NOTE:**

- For Outstanding Award for Volunteer Service-The Thomas Liederbach Memorial Award (Individual or Group), specify how and to what extent the nominee's or group's voluntary contribution has a direct and beneficial impact on the individual, group, cause or organization receiving the service. ***This award is for activities performed during non-duty hours.***

3. Self Development

Completion of any formal classroom training or other education that has improved the nominee's or team's efficiency/job skills and increased individual or team potential. This self-development could be provided/funded by the agency or arranged/completed on the nominee's or team's own time.

4. Recognition

List any special awards, commendations or other recognition for special acts, inventions, suggestions, superior performance, or organizational recognition. This could also include election to office, significant committee assignments, honorary memberships, etc. **NOTE:**

- If there is a team or group award category, this criteria applies to entire team/group and not individual members.

**2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS
NOMINATION FORM**

Award Category:

Name of Nominee:

Title, Series, and Grade:

Agency and/or Installation:

Present Employment Location:

Nominee's Office Phone Number:

Length of Nominee's Federal Service:

Name & Office Phone Number of Agency Awards Coordinator:

Nominated By (Name & Title):

Office Phone Number:

Title and Signature of Approving Official (Agency Head or Designee):

Office Phone Number:

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS**PRIVACY ACT NOTICE**

Nomination information is voluntary and not required by law.

The information provided will be used solely in considering the nominee for the award and for potential publicity purposes. Not providing all or part of the information could result in less than full consideration for the nominee.

NOMINEE STATEMENT

I understand the Privacy Act notice and agree to release the nomination information for consideration in the 2007 Atlanta Federal Executive Board Employee of the Year Awards.

PRINTED NAME OF NOMINEE

SIGNATURE OF NOMINEE

DATE SIGNED

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

CHECK LIST

Have you included all of the following?

- ☐ The nomination form
- ☐ The nomination narrative - limited to 4 pages
- ☐ The Privacy Act statement signed by the nominee
- ☐ The original & 6 copies of the entire package
- ☐ A cover memorandum (signed by your agency approving official or designee) listing all your nominees, the appropriate categories, and an agency contact person
- ☐ Current digital photograph (to be used for promotional purposes only)

Do not attach copies of performance standards or evaluations. Do not attach copies of award certificates, commendation letters, licenses, etc.

The Department of Housing and Urban Development must receive all nominations no later than close of business on Wednesday, February 28, 2007.

Mail nomination packages to:

Doris L. Needham
Department of Housing and Urban Development
40 Marietta Street
Atlanta, Georgia 30303

Phone: 404/331-2300

Email: Doris_L_Needham@hud.gov